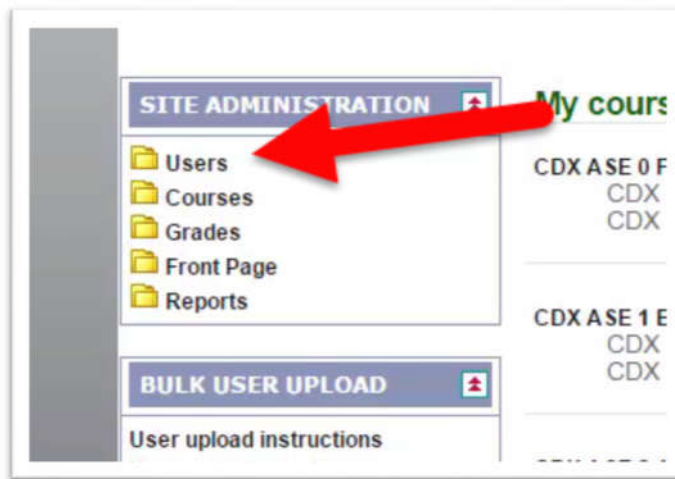
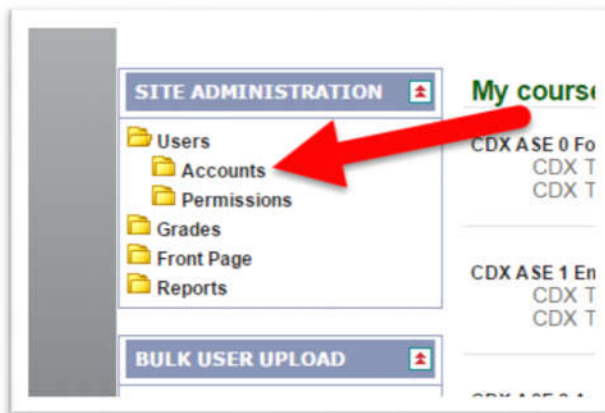


# Adding a Student to your MLR2014 CDX Course

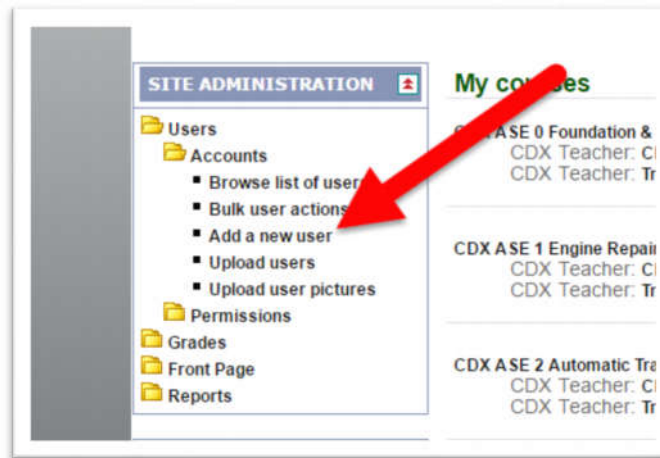
1. Navigate to your CDX Site and log in to your instructor account.
2. On the left side of the page. Find the box labeled Administration. Under the Administration box, click on the Users folder.



3. Then click on the Accounts folder.



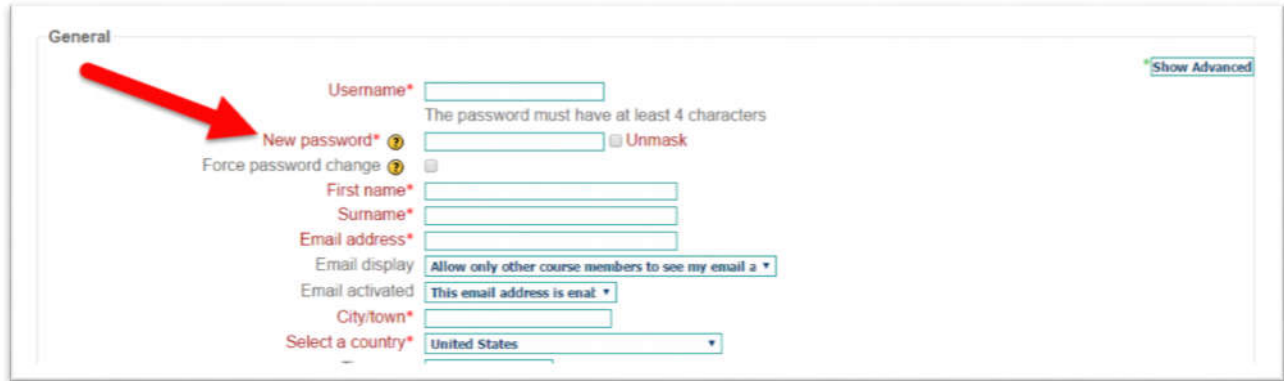
4. Click on the Add a New User Button.



5. This will bring you to a form where you will put in the necessary information for adding a student. All required fields will have a red lettering with a red asterisk next to them.
6. The first necessary field is the Username field. Here you will fill out the username that the student will enter when they log in.

A screenshot of a user registration form titled 'General'. The form contains several input fields, each with a red asterisk indicating it is required. A red arrow points to the 'Username\*' field. Below the 'Username\*' field, there is a note: 'The password must have at least 4 characters'. Other fields include 'New password\*', 'Force password change', 'First name\*', 'Surname\*', 'Email address\*', 'Email display' (with a dropdown menu), 'Email activated' (with a dropdown menu), 'City/Town\*', and 'Select a country\*' (with a dropdown menu). A 'Show Advanced' link is visible in the top right corner of the form area.

7. The next field is the New Password Field. Here you will enter the password that the student will use to log in.



General Show Advanced

Username\*

The password must have at least 4 characters

New password\*   Unmask

Force password change

First name\*

Surname\*

Email address\*

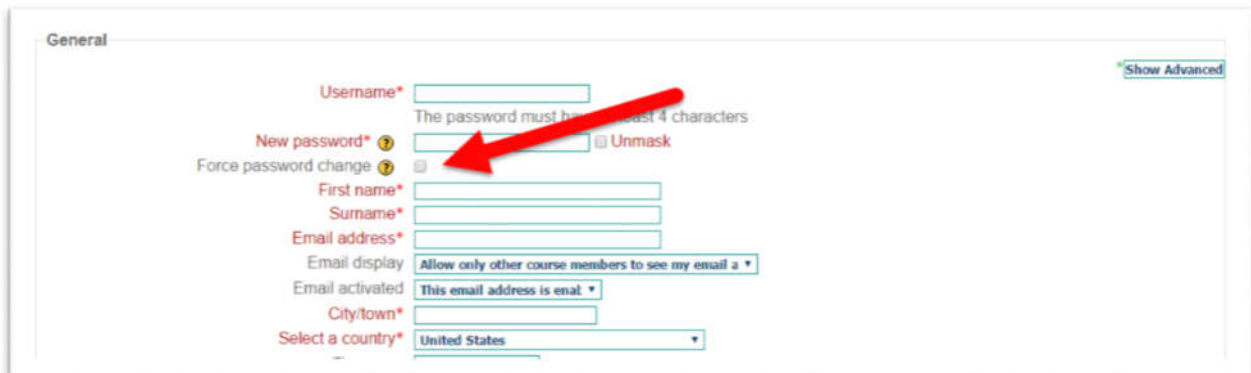
Email display

Email activated

City/town\*

Select a country\*

8. If you check the box where it says Force Password Change, the next time that student logs in, it will bring them to a page where they are asked to change their password to whatever they would like it to be.



General Show Advanced

Username\*

The password must have at least 4 characters

New password\*   Unmask

Force password change

First name\*

Surname\*

Email address\*

Email display

Email activated

City/town\*

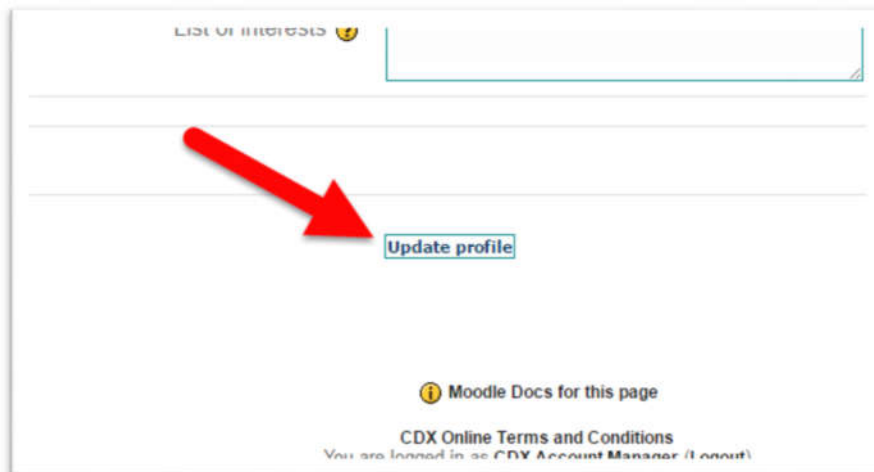
Select a country\*

9. Then, fill in the First Name, Surname, Email Address, and City/Town fields.



The screenshot shows the 'General' section of a Moodle user profile form. The form includes fields for Username, New password, Force password change, First name, Surname, Email address, Email display, Email activated, City/town, and Select a country. A red arrow points to the 'First name\*' field, another to 'Surname\*', a third to 'Email address\*', and a fourth to 'City/town\*'. A 'Show Advanced' link is visible in the top right corner.

10. Once you have filled in all fields, scroll to the bottom of the page and click on the Update profile button to create the student's account.



The screenshot shows the bottom of the Moodle user profile form. A red arrow points to the 'Update profile' button. Below the button, there is a link for 'Moodle Docs for this page', a link for 'CDX Online Terms and Conditions', and a note that the user is logged in as 'CDX Account Manager (Logout)'.